

STANDARD FORM NO. 64

SECRET

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 10 September 1957

FROM : Chief, Operations Support Faculty

25X1

SUBJECT: Weekly Report No. 37, 3 September - 10 September 1957

25X1

25X1

1. Administrative Procedures #74 began on 9 September with a first week's enrollment of [ ] students.

2. The film "13 Rue de Madelaine" has been reviewed and determination made to use it in Operations Support #28 to replace "School for Danger." [ ] have edited the script and prepared test questions to be used with this film and these have been circulated to the staff for comment.

3. The hackneyed phrase "a picture is worth a thousand words" comes to mind in programming for the Administrative Procedures group. A realistic film covering the personal and organizational security problems is greatly needed and the request has been on the film list for some time. If given the proper handling such a film could be used extensively throughout Training.

4. [ ] Management Staff, spent some time in this office reviewing the new approach to Clandestine Services uniform records procedures in view of his lecture in Administrative Procedures on the Agency filing system. This was necessary inasmuch as there is only one DD/I student in the current Administrative Procedures and the majority of the students will have no use for the system used in the overt offices. 25X1

5. A vital records list has been completed pertaining to lecture materials used in Operations Support and Administrative Procedures. 25X1

6. [ ] had an appointment with [ ] of RI to discuss matters pertaining to the lecture she will be giving in Administrative Procedures. 25X1

7. [ ] attended the weekly Finance staff meeting. 25X1

8. [ ] started Administrative Procedures #74 on 9 September. It was necessary for her to miss one lecture so she could attend the Orientation Briefing for all new employees. 25X1

9. [ ] who have been with us as summer clerical help, have finished their assignments with this office. Both of these employees were of such a caliber that we would be happy to have them in the same capacity next summer if they are available and the need exists.

10. [ ] has returned from one week's annual leave.

25X1